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**PARADIP PORT TRUST
VIGILANCE DEPARTMENT**

No.VIG(D)/06/04/437

Dated the 16th November, 2011.

CIRCULAR

It has been observed that, certain deficiencies are found in preparation of tender documents, floating of tender call notice, opening the tender papers and the procedure adopted by different departments. Therefore it is decided that, henceforth certain norms should be followed by all the departments concerned while carrying out the above activities:

- (1) The bidder shall prepare the bid in three parts and each part should be sealed separately in an envelope. The three parts should be as follows:-
 - (i) Part-I:-It shall contain the EMD and cost of tender documents, where the bidder has downloaded tender document from the Internet, as stipulated in the Tender Call Notice.
 - (ii) Part-II:-Technical Bid should consist of eligibility criteria for pre-qualification. It shall contain the documentary evidence in support of eligibility criteria of similar work experience and financial capability as mentioned in the Tender Call Notice. This part shall contain the technical proposal comprising of the scope of work, detail specifications, the offered equipments (wherever applicable) conforming to the technical requirements in consonance with the tender document, the commercial terms and conditions and deviation statements, if any. In addition to the above, the following information as detailed below should also be submitted:
 - a) Techno-commercial information filled in all respects.
 - b) Bidders particulars relating to Income Tax, Permanent Account Number(PAN),TDS Certificates, Sales Tax, Registration Certificate etc.
 - c) Preliminary project plan indicating the outlay and details of programme for execution of the work.
 - d) Documents relating to Consortium or Joint Venture by the firm, if any.
 - e) The domain/scope of the work between the Consortium members has to be clearly defined and should be submitted with the signatures of the consortium members.
 - f) Details of works/projects, executed to meet similar works experience as per the eligibility criteria indicated in the Tender Call Notice.
 - g) The Tender documents with signatures along with stamp in all pages by either the authorised person/persons or all the consortium members if any should be submitted as evidence for acceptance of all terms and conditions and technical specifications indicated by the organization.
 - h) Details of Technical manpower deployed or to be deployed by the firm for execution of the said work.
 - i) Vendor lists of the bidders/ tenderers, if any, in connection with the work.
 - j) Any other information required for eligibility, relating to the work in question or additional information for improvising the work which the firm can provide for the benefit of the organization.
 - (iii) Part -III:- It shall contain the Price Bids for the work in the Bill of Quantity (BoQ) format as indicated in the tender documents. The rates in the price bid should be written, both in figures as well as words for each and every item in the Bill of Quantity, given in the Tender document.

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(2) Procedure for opening of Tender Documents/ bids:-

All the envelopes should be opened in presence of the Tender Committee members & not their representatives. In case the designated officers are on tour or on leave, some other officers as authorized by Chairman, PPT may attend the Tender Committee.

- (i) Part I:-Which is the first envelope, can be opened on the date of opening mentioned in the tender document and it can be scrutinized in presence of the representatives of the bidders and should be disclosed at the same time. The Part-II envelopes of the bidders who satisfy the requirements as per part-I shall only be opened.
- (ii) Part-II:-The second envelope consisting of technical bid and eligibility criteria of the bidders can be opened after deciding the pre-qualified bidders as per the first envelope. This can be opened on the same day, if required after finalisation of the first envelope. The tender committee members should sign in all the loose papers submitted by the bidders in this envelope in presence of the representatives of the bidders. However, the Tender document prepared by Paradip Port Trust consisting of General Conditions of contract and specifications etc. need be signed by the Tender Committee. If a bidder submits experience etc. in the form of a booklet, if it is not possible to sign in all the pages, then the number of pages of the booklet should be counted and written on the first page and the last page of the booklet and should be signed by all the members of the committee. The scrutiny of the papers and documents and details, submitted in these envelopes can be done by the department, within a stipulated period of time as they may be voluminous.
- (iii) Part-III-The envelopes containing this Part should be opened only for the bidders who are pre-qualified in the above two envelopes. These should be opened in presence of the representatives of the bidders on the stipulated date mentioned in the tender document and the rates quoted against each item in figure as well as words should be read out by the tender committee members in presence of the representatives and all the pages of price bids should be signed by the tender committee members. If there is any discrepancy between figures and words, only the amount written in words should be taken into consideration. The bidder should write the item wise rates both in figures and words, failing which the bid shall be rejected.

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Chief Vigilance Officer,
Paradip Port Trust.

To

All Head of Departments,
Paradip Port Trust.

Copy to:

- 1) The PS to Chairman, PPT for kind information of Chairman, PPT.
- 2) The PA to Dy. Chairman, PPT for kind information of Dy. Chairman, PPT.